



## DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5401

NAVRESINFOSYSOFFINST 12792.1  
N254  
17 Sep 1998

### NAVRESINFOSYSOFF INSTRUCTION 12792.1

Subj: CIVILIAN PHYSICAL FITNESS PROGRAM

Ref: (a) SECNAVINST 5100.13B  
(b) DoD Directive 1010.10 of 11 Mar 86  
(c) OCPMINST 12792.4  
(d) DoD Directive 1308.1 of 20 Jul 95

1. Purpose. To issue policy and procedures for the Naval Reserve Information Systems Office (NAVRESINFOSYSOFF) Civilian Physical Fitness Program (CPFP) per references (a) through (d).

2. Policy. It is NAVRESINFOSYSOFF's policy to encourage and motivate command personnel to maintain a healthy life-style through a coordinated and comprehensive series of health promotion briefs and physical fitness training. This program will promote weight and body fat control, nutritional education, smoking prevention and cessation education, low back injury prevention, high blood pressure control, stress management, alcohol and drug abuse prevention, and physical fitness.

3. Injury Compensation. An employee who is injured while engaged in an activity which is specifically identified in that employee's CPFP is covered for all Federal Employees' Compensation Act (FECA) benefits. Conversely, an employee who is injured while engaged in a physical fitness activity which is not part of the CPFP is generally not covered by FECA. The only expectation to this rule is when the injury occurs on NAVRESINFOSYSOFF or Naval Support Activity premises during working hours. An employee who has been granted official time to participate in health promotion or physical fitness activities is in a duty status, and therefore, covered by FECA benefits.

#### 4. Responsibilities

a. The Director, NAVRESINFOSYSOFF is responsible for the overall program.

b. The Civilian Physical Fitness Coordinator (CPFC) is responsible for the general administration for the CPFP to include, but not limited to:

(1) Providing guidance and assistance to all levels of management and supervision regarding execution of the program, documentation of program participation, and required documentation of injuries.

(2) Coordinating, at least annually, health promotion briefs or classes from local sources.

c. Department directors and supervisors are responsible for ensuring subordinate personnel adhere to and meet all requirements prior to CPFP participation. NAVRESINFOSYSOFF 12792/2, Physical Training Sign In and Out sheet, must be submitted to the civilian PFPC within 2 working days after the end of each month, as a record of participation.

d. Employees are responsible for certifying their knowledge and understanding of all program guidelines prior to participation in the Physical Fitness Program.

5. Action

a. All civilian employees are encouraged to become involved in a regular program of physical conditioning and general health maintenance.

b. Three 90 minute sessions per week, which includes the lunch period, are authorized.

c. Each civilian employee must request permission from their supervisor and obtain medical clearance from their personal physician prior to participating in this program. Employees will also obtain an annual medical recertification to continue in the program. The Physical Fitness Request (NAVRESINFOSYSOFF 12791/1) will be used to request participation and verify physicians consent. Completed forms will be forwarded and maintained by the CPFC, NAVRESINFOSYSOFF (N2542).

d. Upon departure to and return from the CPFP participation, each civilian employee shall sign out and in, within their respective codes using NAVRESINFOSYSOFF 12792/2, Physical Training Sign In and Out Sheet. Planned activities must be identified prior to departing for participation.

e. Department directors and supervisors shall approve and control each employee's physical training schedule, giving due consideration to accomplishment of the organization's mission.

f. Additional classroom training may be conducted for anyone desiring to participate. Subjects will include but are not limited to smoking cessation, nutrition, low back injuries, etc.

g. The Navy gym is available between the hours of 0630-1030 and 1300-1500. (Cost is \$1.10 per visit; military retirees have free use.) The Marine gym is also available during the same hours at no cost.

6. Forms. The following forms mentioned within this directive are available from the CPFC (NAVRESINFOSYSOFF (N2542)).

a. NAVRESINFOSYSOFF 12792/1 (4-97), Physical Fitness Request.

b. NAVRESINFOSYSOFF 12792/2 (4-97), Physical Training Sign In and Out Sheet.

  
R. A. DULEY

Distribution: (NAVRESINFOSYSOFFINST 5216.1)  
List A, B, C